

# **NAME CHANGE e-FILING INSTRUCTIONS**

Go to the Court's Website <http://www.franklincountyohio.gov/probate/> to get the adult or minor Petition for Name change. Choose the Forms tab.

**Robert G. Montgomery, Judge**

**Franklin County Probate Court**

[About Judge Montgomery](#)
[Judge's Sidebar](#)
[About the Court](#)
[Case Search](#)
[e-Filing](#)
[e-Notice Registration](#)
[Forms](#)
[Local Rules](#)
[Recent Legislation](#)

[Advance Directives](#)
[Court Pamphlets](#)
[Contact Information](#)
[Costs](#)
[Court Hours](#)
[Mediation](#)

**Phone #**  
(614) 525-3894

373 S. High St.  
22nd Floor  
Columbus, Ohio  
43215-6311

**Court email:**  
probateinfo@franklincountyohio.gov

**Marriage – Floor 23**

Adoption  
 Birth Correction  
 Birth Registration  
 Certified Records  
 Civil Litigation  
 Custodial Accounts  
 Estate Administration  
 Release from Administration  
 Guardianship  
 Mediation  
 Name Change

## Attention Guardianship Applicants!

Upon applying for guardianship you are required to have a BCI/FBI background check performed.

The Court is currently unable to initiate background checks on site due to a State mandated update of our fingerprinting process. We look forward to continuing this service March 2013.

Background checks should be completed as soon as possible to allow for processing. Time frame for processing is 3 to 30 days.

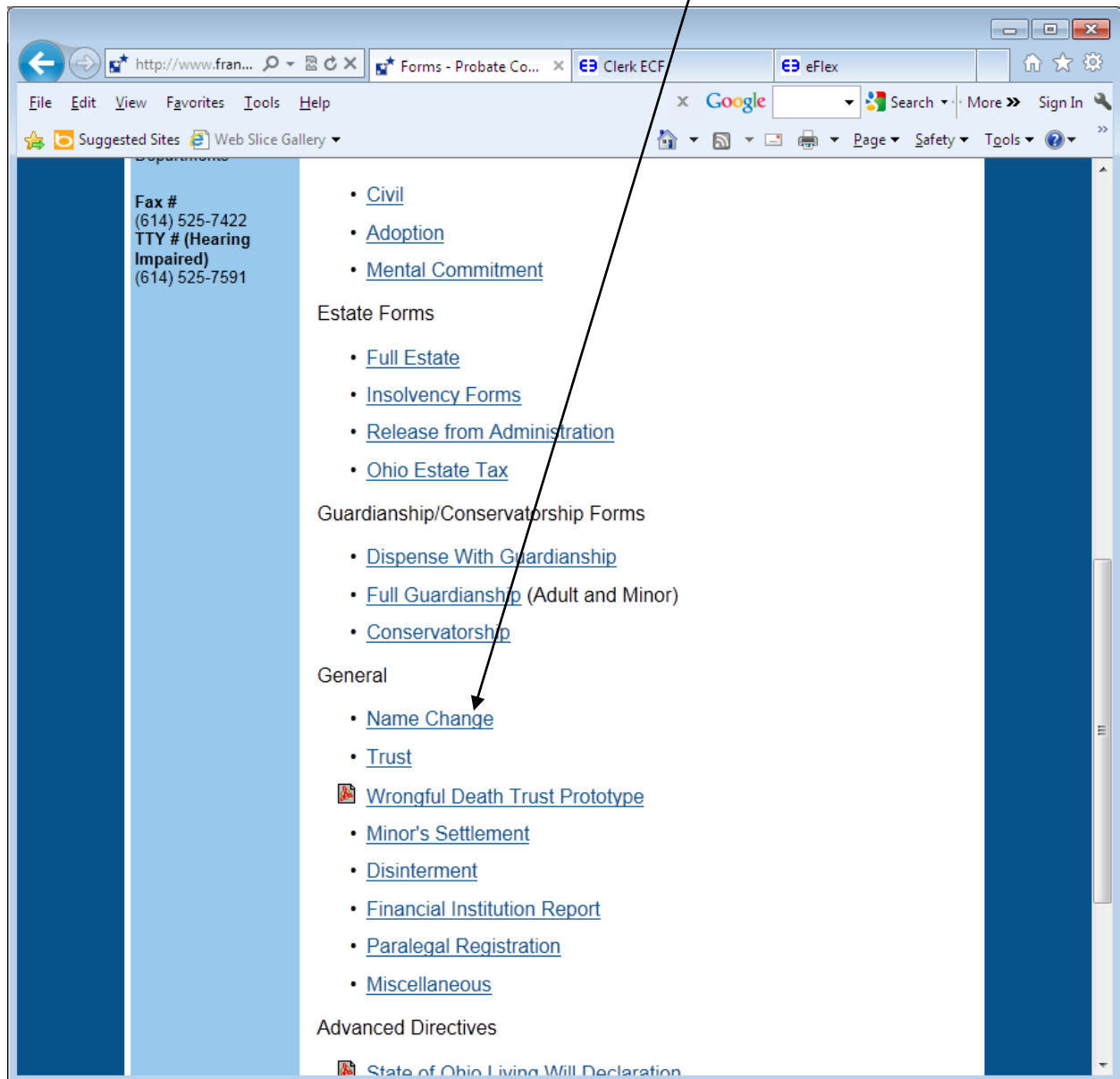
Click on the below link to locate a BCI/FBI background check site near you:

<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing.aspx>

## Probate Court e-Filing

All Probate CIVIL actions ADOPTIONS and MENTAL COMMITMENT documents must now be submitted through the [Franklin County Electronic Filing System](#).

On the Forms page, scroll down to General Forms, Name Change.



Choose Adult Name Change Packet or Minor Name Change Packet.

If you experience problems accessing these forms [send us an email](#).

### Adult Name Change Forms

- [Adult Name Change Packet](#)
- or Individual Adult Name Change Forms:

Form	Name
PC-NC-21.0	<a href="#">Application for Change of Name of Adult/Judgment Entry Setting Hearing and Ordering Notice</a>
PC-NC-21.0A	<a href="#">Adult Name Change Information</a>
PC-NC-21.0B	<a href="#">Notice to Name Change Applicants</a>
PC-NC-21.0C	<a href="#">Ohio Revised Code §2717.01</a>
PC-NC-21.0D	<a href="#">Cost Bill - Name Change</a>
PC-NC-21.0E	<a href="#">Adult Information Form</a>
PC-NC-21.1	<a href="#">Journal Entry-Change of Name</a>
PC-NC-21.0F	<a href="#">Acknowledgment of Applicant</a>

### Minor Name Change Forms

- [Minor Name Change Packet](#)
- or Individual Minor Name Change Forms:

Form	Name
PC-NC-21.0B	<a href="#">Notice to Name Change Applicants</a>
PC-NC-21.0C	<a href="#">Ohio Revised Code §2717.01</a>
PC-NC-21.0D	<a href="#">Cost Bill - Name Change</a>
PC-NC-21.2	<a href="#">Application for Change of Name of Minor</a>
PC-NC-21.2A	<a href="#">Minor Name Change Information</a>
PC-NC-21.2B	<a href="#">Minor Entry Setting Hearing and Ordering Notice</a>

[http://www.franklincountyohio.gov/probate/forms/name\\_change/PC-NC-21...](http://www.franklincountyohio.gov/probate/forms/name_change/PC-NC-21...)

Complete the name change packet and save it to your computer in a place that will be easy for you to find.

To Request a Pro Se e-Filing account, go to the Court's website home page.

<http://www.franklincountyohio.gov/probate/>

Choose the e-Filing tab at the top of the page

**Robert G. Montgomery, Judge**

**Franklin County Probate Court**

**e-Filing**

**Attention Guardianship Applicants!**

Upon applying for guardianship you are required to have a BCI/FBI background check performed.

The Court is currently unable to initiate background checks on site due to a State mandated update of our fingerprinting process. We look forward to continuing this service March 2013.

Background checks should be completed as soon as possible to allow for processing. Time frame for processing is 3 to 30 days.

Click on the below link to locate a BCI/FBI background check site near you:

<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing.aspx>

**Probate Court e-Filing**

All Probate CIVIL actions ADOPTIONS and MENTAL COMMITMENT documents must now be submitted through the [Franklin County Electronic Filing System](#).

**Phone #**  
(614) 525-3894

373 S. High St.  
22nd Floor  
Columbus, Ohio  
43215-6311

**Court email:**  
probateinfo@franklincountyohio.gov

**Marriage – Floor 23**

Adoption  
Birth Correction  
Birth Registration  
Certified Records  
Civil Litigation  
Custodial Accounts  
Estate Administration  
Release from Administration  
Guardianship  
Mediation

Scroll down to the e-Filing System link.

The screenshot shows the Franklin County Probate Court website. The browser window has multiple tabs open, including "Electronic Filing Syst...", "Clerk ECF", and "eFlex". The website header features a photo of Judge Montgomery and the court's name. A navigation menu includes links like "About Judge Montgomery", "Judge's Sidebar", "About the Court", "Case Search", "e-Filing", "e-Notice Registration", "Forms", "Local Rules", "Recent Legislation", "Advance Directives", "Court Pamphlets", "Contact Information", "Costs", "Court Hours", and "Mediation".

On the left side, contact information is provided:
   
Phone #: (614) 525-3894
   
373 S. High St.
   
22nd Floor
   
Columbus, Ohio
   
43215-6311
   
Court email: probateinfo@franklincountyohio.gov
   
Marriage – Floor 23
   
Adoption
   
Birth Correction
   
Birth Registration
   
Certified Records
   
Civil Litigation
   
Custodial Accounts
   
Estate Administration
   
Release from Administration
   
Guardianship
   
Mediation
   
Name Change
   
Mental Commitments

The main content area is titled "e-Filing System" and contains a list of links:
 

- e-Filing Assistance
  - [Probate Court Administrative Order](#) (Updated 08/03/2012)
  - **Probate Court e-Filing Help Line: 614-525-7777**
  - **[ADDITIONAL DEPOSIT INSTRUCTIONS for CIVIL](#)**
  - [Franklin County e-Filing User's Guide](#)
  - [Mental Commitment Case Initiation Manual](#)
  - [Interactive e-Filing Training Videos](#)
  - [e-Hearing Locator Instructions](#)
  - [eFilingHelp-Probate@franklincountyohio.gov](#)
  - Questions: Please contact Barbara Bishop, IT Director, at (614) 525-7428
- [e-Filing System](#)
- [e-Hearing Locator](#)
- [e-Filing System Instruction Manual Specific to Probate Civil](#)

 An arrow points from the instruction "Scroll down to the e-Filing System link." to the "e-Filing System" link in the list.

You will be taken to the e-Filing System log in page. Choose the blue Request Account button.

https://efiletest.f... Pirate Flag - Kenny Chesney Electronic Filing Clerk ECF

File Edit View Favorites Tools Help

Google Search More >> Sign In

Suggested Sites Web Slice Gallery

Franklin County e-Filing

Terms of use Payment policy Support

Electronic Filing

powered by eFlex from Tybera

eFile!

**Log In**

Enter your User Name and Password

User Name

Password:

[Forgot Your Password?](#)

**Welcome to the Franklin County's e-Filing website.**

This new service will allow you to initiate a case or file to an existing case electronically. But you must first request an account which is then approved by the Clerk.

Please review the Terms of Use policy.

Thank you for your participation in the use of our new e-Filing system.

**Firm Account Management for the Franklin County e-Filing system.**  
Available to participating law firms a Firm Account Management account for reconciling their monthly filing fees through the Franklin County e-Filing system. To request a Firm Account Management account for your law firm, please email the Franklin County Clerk's office at: [efilinghelp-clerk@franklincountyohio.gov](mailto:efilinghelp-clerk@franklincountyohio.gov)

The Juvenile **Pilot** Go-Live date is **Monday, December 3rd, 2012**. Juvenile **Mandatory** Go-Live dates will occur early in 2013. Those exact dates will be posted here as soon as they are available.

[online help](#) | [about Tybera Development Group, Inc.](#) | [contact us](#)



Read through the User Agreement. Once you have read the agreement, choose the radio button in front of the paragraph beginning with "I have read the applicable Administrative Order(s) and/or Local Rules".... and choose the blue Submit button.

electronic filing.

Service of pleadings and other documents filed electronically using the e-Filing System shall be governed by the above-referenced Administrative Orders and/or Local Rules governing e-Filing in effect on the date of the filing of the pleadings or documents to be served. E-Service shall not replace the methods of service of pleadings prescribed in the applicable Rules of Procedure. In accordance with those procedures, all parties registered and approved to file documents electronically may be served with notices and copies of documents filed subsequent to a Complaint or Third-Party Complaint by Notice of Electronic Filing (NEF). By accepting the terms of this e-Filing System User Agreement, the filer consents to receive notices and copies of documents electronically, and waives the right to receive by first class mail notice of any document filed electronically subsequent to the Complaint or Third-Party Complaint.

Each authorized user of the Franklin County, Ohio, e-Filing System agrees he/she will not use the e-Filing system to engage in criminal activity or to commit fraud or identity theft. Each authorized user of the Franklin County, Ohio, e-Filing System also agrees not to upload or submit prohibited content into the system. As used in this agreement, "prohibited content" includes, by way of example and not limitation, the following:

- Documents, articles, links or other materials that promote racism, bigotry, hatred or physical harm of any kind against any group or individual;
- Documents, articles, links or other materials that are or could be harmful to minors, exploit persons under 18 years of age in a sexual or violent way, or solicit personal information from anyone under 18 years of age;
- Documents, articles, links or other materials that harass or advocate harassment of another person or are abusive, threatening, or obscene;
- Documents, articles, links or other materials that involve the transmission of "junk mail," "chain letters," unsolicited mass mailing or "spamming;"
- Documents, articles, links or other materials that promote or contain information known to be false;
- Documents, articles, links or other materials that promote or encourage illegal activities or conduct, or provide instructional information about illegal activities such as making or buying illegal weapons, violating someone's privacy, or providing or creating computer viruses;
- Documents, articles, links or other materials that display pornographic materials or images of any kind; and
- Documents, articles, links or other materials that solicit passwords or personal identifying information from other users for commercial or unlawful purposes.

Each authorized user understands and agrees that in the event the user violates the provisions of this User Agreement and specifically this paragraph, the user's privilege to participate in the Franklin County e-Filing System and the user's access to the system may be terminated, at the sole discretion of the Common Pleas Court General Division, Common Pleas Court Probate Division, Common Pleas Court Domestic Relations Division, the Juvenile Branch of the Common Pleas Court, Division of Domestic Relations and Juvenile Branch, the Tenth District Court of Appeals, and the Clerks of Court for the respective Courts. Each authorized user also understands and consents to removal of the prohibited content from the e-Filing System at the discretion of the Courts and Clerks identified.

**Important notice of redaction responsibility:** Rules 44 and 45 of the Rules of Superintendence for the Courts of Ohio provide that parties and their attorneys should not include, or must redact where inclusion is necessary, certain personal identifiers in order to protect personal privacy. Rule 44 (H) defines personal identifiers to mean "social security numbers, except for the last four digits; financial account numbers, including but not limited to debit card, charge card, and credit card numbers; employer and employee identification numbers; and a juvenile's name in an abuse, neglect, or dependency case, except for the juvenile's initials or a generic abbreviation such as 'CV' for 'child victim.'" Personal identifiers should be omitted or redacted from all case documents submitted to the Court or filed with the Clerk, unless otherwise ordered by the Court.

☒ I have read the applicable Administrative Order(s) and/or Local Rules, located at <http://www.franklincountyohio.gov/clerk/e-File.cfm>, that govern e-Filing at I accept the terms of the user agreement.

☐ I do not accept the terms of the user agreement

Cancel Submit



Choose the User Role of Pro Se, then choose the Next button at the bottom of the page.

The screenshot shows a web browser window with the URL <https://efiletest.f...>. The page is titled "Franklin County eFiling" and "Electronic Filing". Below the header, there is a link "User Agreement » Select User Role". The main section is titled "USER ROLES" and contains the instruction "Select your user role:". A list of radio buttons follows: "Government Agency with queues", "Attorney", "Forensic", "Process Server", "Agency / Facility", "Pro Hac Vice", "Pro Se" (which is selected), and "Agency / Facility ADMINISTRATION". At the bottom left of this list are "Cancel" and "Next" buttons. A black arrow points from the instruction text above to the "Pro Se" radio button. The footer contains links for "online help", "terms of use", "privacy policy", "payment policy", "support", "about Tybera Development Group, Inc.", and "contact us", along with a copyright notice: "© 2001-13 Tybera Development Group, Inc. All rights reserved."

Enter all required information, choosing a User Name, Password, Confirm Password, First Name, Middle Name, Last Name, Suffix and Address. You may enter your phone number and fax number. If you have an e-mail address, please enter it in the line provided.

The screenshot shows a web browser window with the address bar displaying "https://efiletest.f...". The browser has several tabs open, including "She Cranks My Tractor - D...", "eFlex", and "Clerk ECF". The page title is "Clerk ECF". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar includes "Suggested Sites", "Web Slice Gallery", "Google", "Search", "More >>", "Sign In", "Page", "Safety", and "Tools".

The registration form is titled "\*Required Fields". It contains the following fields:

- Company Name: Pro Se
- User Name: \*
- Password: \*
- Confirm Password: \*
- Title:
- First Name: \*
- Middle Name:
- Last Name: \*
- Suffix Name:
- Phone:
- Fax:
- EEmail:
- 1st Alternate EMail:
- 2nd Alternate EMail:

Below the form, there are two radio buttons for address selection:

- ☐ Use My Company's Address
- ☒ Use My Address

Under "Use My Address", there is an "International:" checkbox and the following address fields:

- Address Line 1: \*
- Address Line 2:
- Address Line 3:
- City: \*
- State: (dropdown menu)
- Postal Code: \*
- Country: (dropdown menu)

Once you have entered all information, choose the blue submit button at the bottom of the page.

First Name: \*

Middle Name:

Last Name: \*

Suffix Name:

Phone:  Fax:

EMail:

1st Alternate EMail:

2nd Alternate EMail:

☐ Use My Company's Address

☒ Use My Address

International: ☐

Address Line 1: \*

Address Line 2:

Address Line 3:

City: \*  State:

Postal Code: \*  Country:

[online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact us](#)

© 2001-13 Tybera Development Group, Inc. All rights reserved.

Once you submit your request for an e-Filing account, you will receive an e-mail that states: *A request for a Pro Se account has been submitted for YOUR NAME HERE (your chosen user ID) at Pro Se.* When your e-filing account has been approved you will receive another e-mail stating: Your request for an e-Filing account has been approved.

You are now ready to begin e-Filing.

## Log into the e-Filing system

https://efile... Til My Last Day - Just... Electronic Filing Clerk ECF

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

Google Search More Sign In

Page Safety Tools

**Electronic Filing**

Home Payment policy Support powered by eFlex from Tybera

**Log In**

Enter your User Name and Password.

User Name:

Password:

[Log In](#) [Forgot Your Password?](#)

[Request Account](#)

**Franklin County's e-Filing website.**

Allow you to initiate a case or file to an existing case electronically. But you must first which is then approved by the Clerk.

ns of Use policy.

tipication in the use of our new e-Filing system.

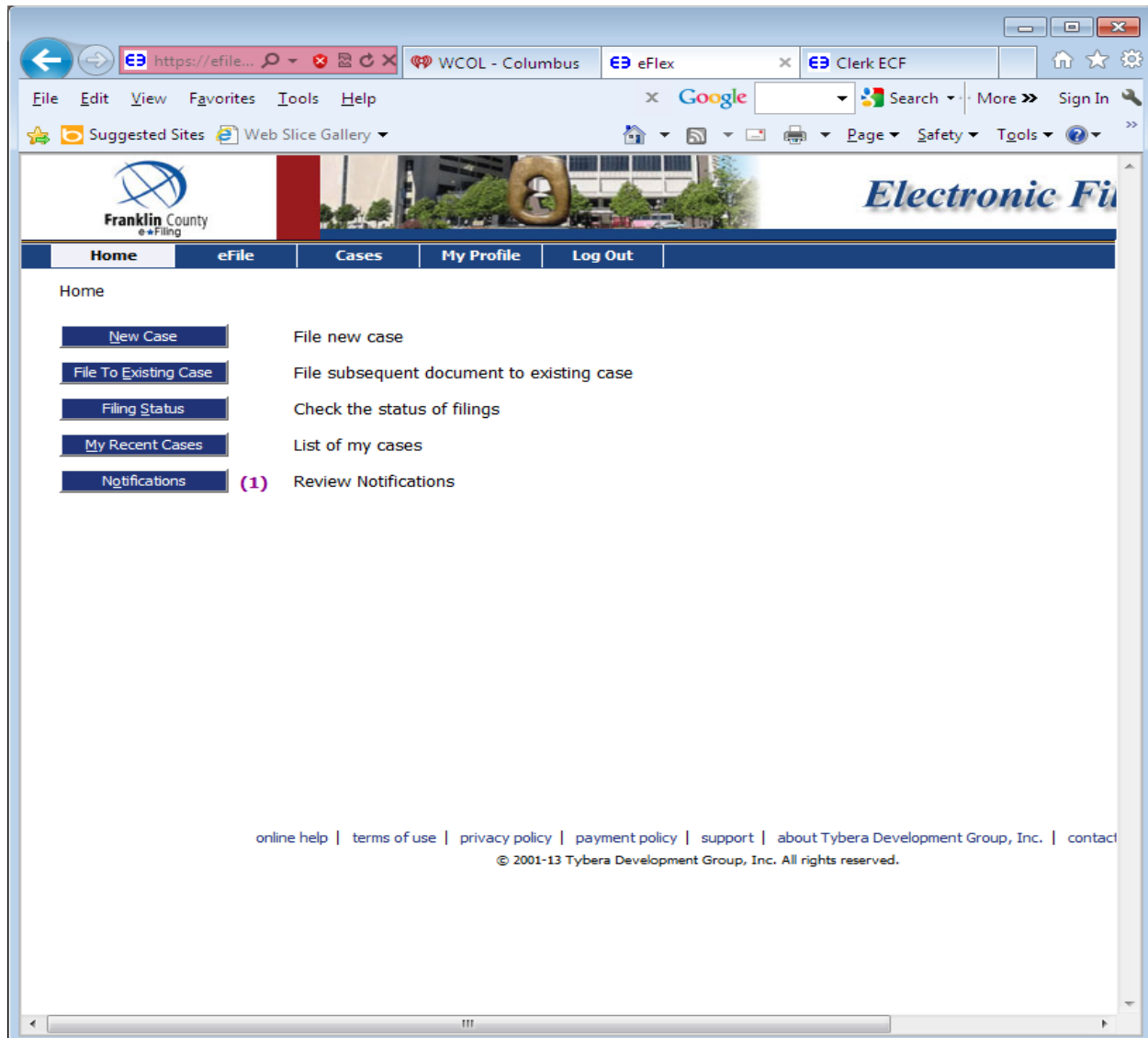
nent for the Franklin County e-Filing system.

ig law firms a Firm Account Management account for reconciling their monthly filing lin County e-Filing system. To request a Firm Account Management account for your the Franklin County Clerk's office at: [efilinghelp-clerk@franklincountyohio.gov](mailto:efilinghelp-clerk@franklincountyohio.gov)

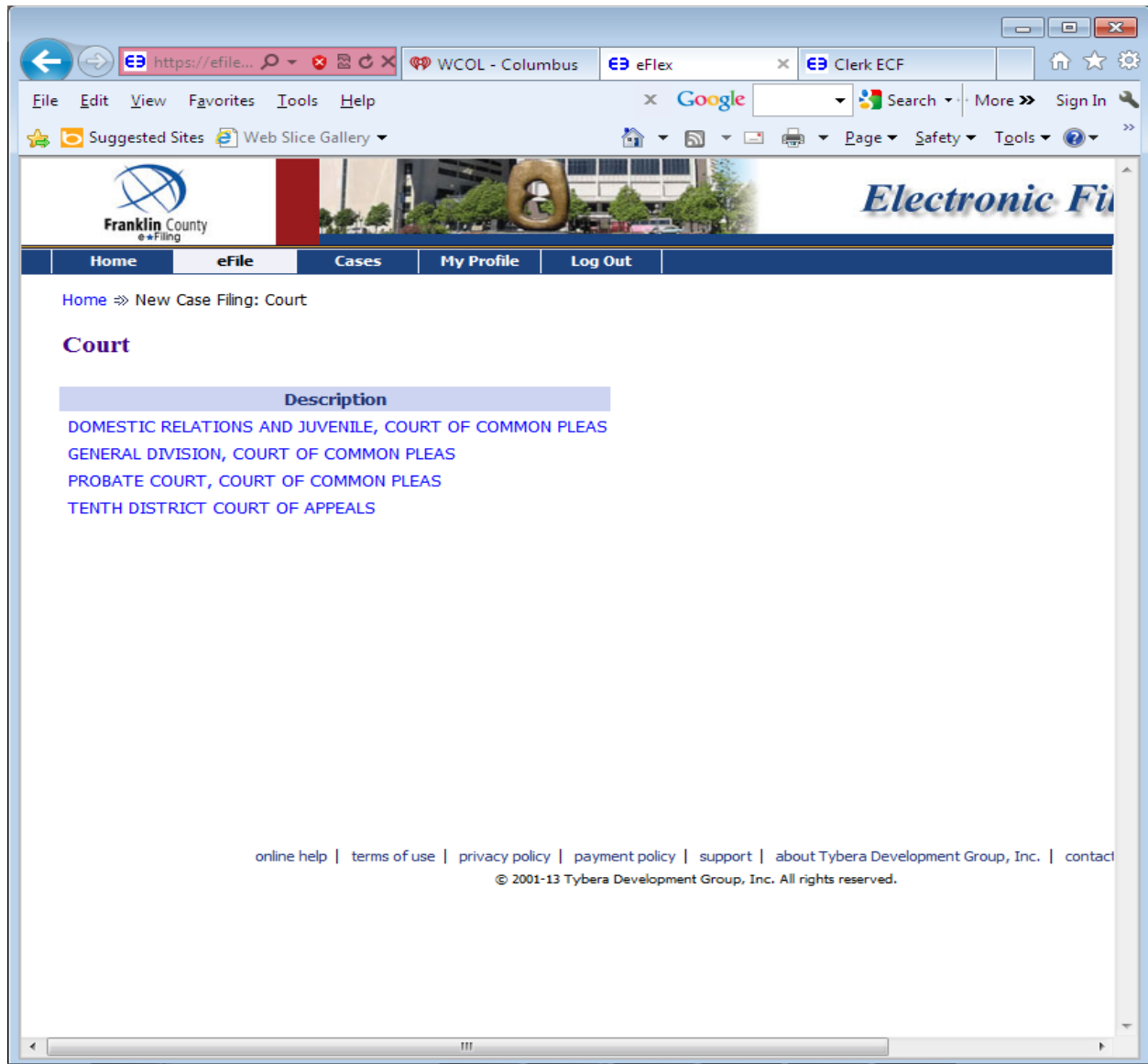
live date is Monday, December 3rd, 2012. Juvenile **Mandatory** Go-Live dates will ose exact dates will be posted here as soon as they are available.

[online help](#) | [about Tybera Development Group, Inc.](#) | [contact us](#)

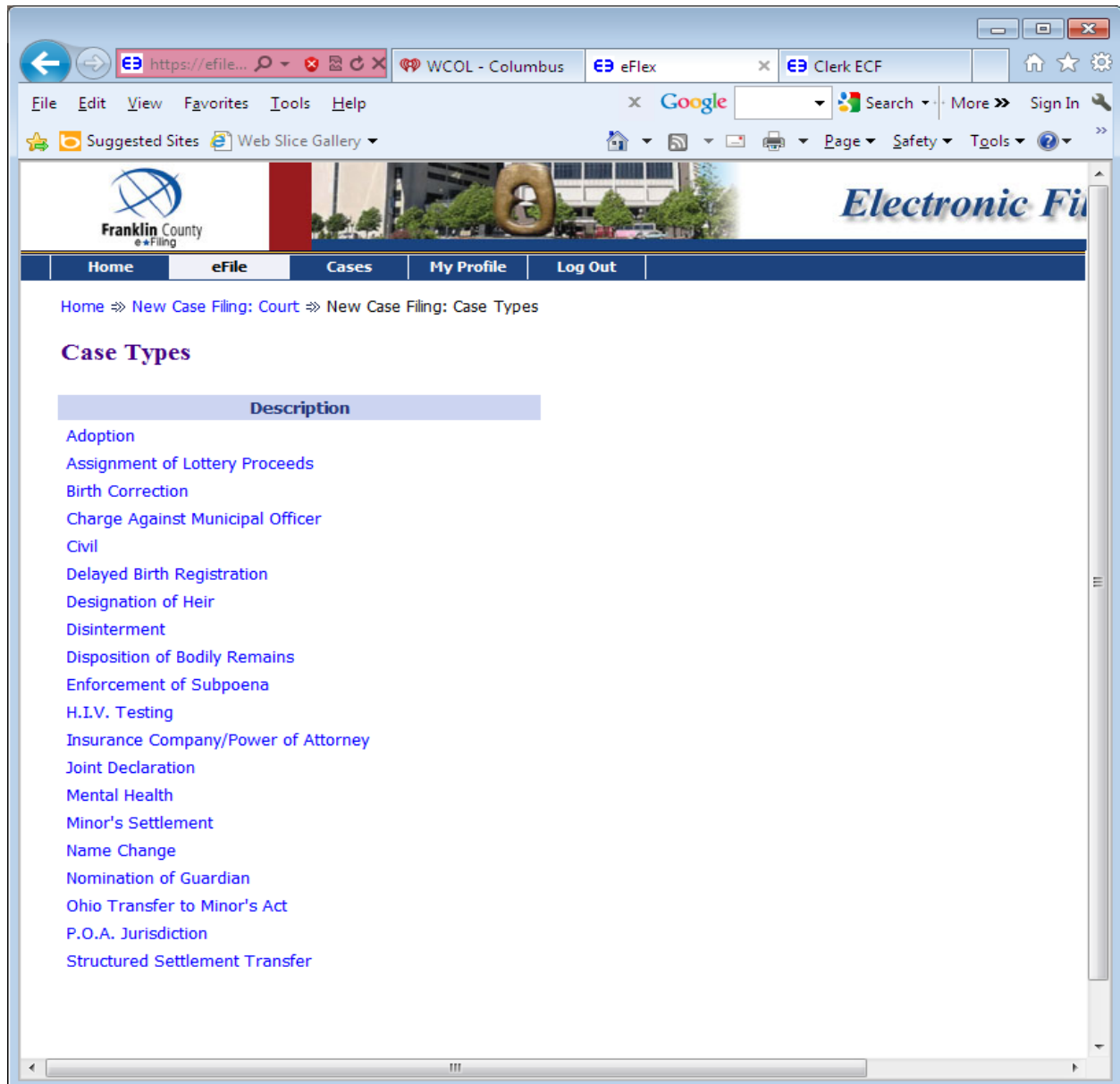
## Choose New Case



Choose PROBATE COURT, COURT OF COMMON PLEAS



## Choose Name Change





You will be taken to the following screen

The screenshot shows a web browser window with the URL <https://efile...>. The browser tabs include "WCOL - Columbus", "eFlex", and "Clerk ECF". The website header features the Franklin County eFiling logo and a banner image with the text "Electronic Filing". The navigation menu includes "Home", "eFile", "Cases", "My Profile", and "Log Out". The breadcrumb trail reads: Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Initiation.

The main heading is "Case Initiation: Name Change". Below it is a form field for "Filer Reference No" with a placeholder text "(Enter your office reference number - if applicable)".

There are two buttons: "Add Case Participants" and "Add My Parties". Below these is a table with the following structure:

Participant Name	Role	Attorney(s) for Party
CAROLE RINGMY BELLE	Petitioner	

At the bottom of the form are three buttons: "Back", "Save to Draft", and "Next".

The footer contains links for "online help", "terms of use", "privacy policy", "payment policy", "support", "about Tybera Development Group, Inc.", and "contact". It also includes the copyright notice: "© 2001-13 Tybera Development Group, Inc. All rights reserved."

Click on the plus sign (+) next to your name to make sure your mailing address and e-mail address are correct.

If all information is correct and you are submitting a name change for an **adult**, choose the Next button.

If the information is incorrect, choose My Profile from the toolbar across the top of the page. From the My Profile dropdown box choose My Profile then choose Modify User Profile from the bottom toolbar to update your information. Once the information is updated, choose the Submit button at the bottom of the page.

Home >> New Case Filing: Court >> New Case Filing: Case Types >> Case Initiation

### Case Initiation: Name Change

Filer Reference No  (Enter your office reference number - if applicable)

**Add Case Participants** Add My Parties Add Other Parties

Participant Name	Role	Attorney(s) for Party
CAROLE RINGMY BELLE Phone: 6147730987 Email: blbishop@franklincountyohio.gov Address: 373 S. High St., 22nd Fl. Columbus, OH 43215-9076 US	Petitioner	

Back Save to Draft Next

[online help](#) | 
 [terms of use](#) | 
 [privacy policy](#) | 
 [payment policy](#) | 
 [support](#) | 
 [about Tybera Development Group, Inc.](#) | 
 [contact us](#)

© 2001-13 Tybera Development Group, Inc. All rights reserved.

If you are submitting a name change for a **minor**, choose the Add Other Parties button. On this screen you must enter the Mother's name and choose the Next button at the bottom of the page.

The screenshot shows a web browser window with the Franklin County eFiling website. The browser's address bar shows the URL <https://efile...>. The website has a navigation bar with links: Home, eFile, Cases, My Profile, and Log Out. Below the navigation bar, there is a breadcrumb trail: Home >> New Case Filing: Court >> New Case Filing: Case Types >> Case Initiation >> Add a Party. The main form area contains the following fields:

- Party Type: A dropdown menu with "Mother" selected.
- First Name: A text box containing "JANE".
- Middle Name: A text box containing "J".
- Last Name: A text box containing "DOE".
- Suffix: An empty text box.

At the bottom of the form, there are two buttons: "Back" and "Next".

At the very bottom of the page, there is a footer with the following text: [online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact](#). Below this is the copyright notice: © 2001-13 Tybera Development Group, Inc. All rights reserved.

You will be taken back to the Case Initiation Screen. Choose Add Other Parties again to enter the Father's name.

The screenshot shows a web browser window with the URL <https://efile...>. The browser has multiple tabs open: "WCOL - Columbus", "eFlex", and "Clerk ECF". The page is titled "Electronic Filing" and features the Franklin County eFiling logo. The navigation menu includes "Home", "eFile", "Cases", "My Profile", and "Log Out". The breadcrumb trail reads: Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Initiation.

The main heading is "Case Initiation: Name Change". Below this, there is a field for "Filer Reference No" with a placeholder text "(Enter your office reference number - if applicable)".

There are two buttons: "Add Case Participants" and "Add Other Parties". The "Add Case Participants" button is active, and a table lists the current participants:

Participant Name	Role	Attorney(s) for Party
CAROLE RINGMY BELLE	Petitioner	
JANE J DOE	Mother	

Below the table, there are three buttons: "Back", "Save to Draft", and "Next".

At the bottom of the page, there is a footer with links: [online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact](#). Below these links is the copyright notice: © 2001-13 Tybera Development Group, Inc. All rights reserved.

Enter the father's name and choose the Next button at the bottom of the page.

The screenshot shows a web browser window with the URL <https://efile...>. The browser has tabs for 'WCOL - Columbus', 'eFile', and 'Clerk ECF'. The page header includes the Franklin County eFiling logo and the text 'Electronic Filing'. A navigation bar contains links for Home, eFile, Cases, My Profile, and Log Out. The breadcrumb trail reads: Home » New Case Filing: Court » New Case Filing: Case Types » Case Initiation » Add a Party.

The 'Add a Party' form contains the following fields:

- Party Type:
- First Name:
- Middle Name:
- Last Name:
- Suffix:

At the bottom of the form are two buttons:  and .

At the bottom of the page, there is a footer with links for online help, terms of use, privacy policy, payment policy, support, about Tybera Development Group, Inc., and contact. Below these links is the copyright notice: © 2001-13 Tybera Development Group, Inc. All rights reserved.

Choose the Next button after entering the parent.

**Add information about UNKNOWN parent(s) too.**

If the parent's name is unknown or not listed on the birth certificate, choose Unknown Father or Unknown Mother. Choose the Next button.

The screenshot shows a web browser window with the Franklin County eFiling portal. The browser's address bar shows the URL <https://efiletest.f...>. The page has a navigation menu with links: Home, eFile, Cases, My Profile, and Log Out. The user is logged in as CAROLE RINGMY BEL. The breadcrumb trail indicates the current path: Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Initiation ⇒ Add a Party.

The 'Add a Party' form contains the following fields:

- Party Type:
- First Name:
- Middle Name:
- Last Name: \*
- Suffix:

At the bottom of the form are two buttons: [Back](#) and [Next](#).

Footer text includes: [online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact us](#)  
© 2001-13 Tybera Development Group, Inc. All rights reserved.

This will take you to the Add a Document screen.

Home > New Case Filing: Court > New Case Filing: Case Types > Case Initiation > Add a Document

### Case Subtype : Name Change

Document Category

Document Type \*

Additional Text

Acceptable File Format(s) (\*.doc,\*.docx,\*.pdf)

Document Location

Page Count

Add to Submission

Document Name	View Document	Edit Data	Size
Case Data	<a href="#">form.xml</a>		<a href="#">0.01 MB</a>

Total Size: 0.0 MB

[online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact us](#)

© 2001-13 Tybera Development Group, Inc. All rights reserved.



Choose Document Category: PETITION

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Initiation ⇒ Add a Document

**Case Subtype : Name Change**

Document Category: PETITION

Document Type \*: ALL  
 APPEND/ATTACH DOCUMENTS  
 APPLICATIONS/MOTIONS  
 ENTRY/ORDER  
 MISCELLANEOUS A - C  
 MISCELLANEOUS D - L  
 MISCELLANEOUS M - P  
 PETITION  
 PROPOSED ENTRY/ORDER

Additional Text:

Document Location:  (docx, \*.pdf)

Page Count:

Add to Submission:

Document Name	View Document	Edit Data
Case Data	<a href="#">form.xml</a>	0.0

Total Size: 0.0

online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact

© 2001-13 Tybera Development Group, Inc. All rights reserved.

## Choose Document Type: Petition to Change Name

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Initiation ⇒ Add a Document

**Case Subtype : Name Change**

Document Category

Document Type \*

Additional Text

Acceptable File Format(s) (\*.doc, \*.docx, \*.pdf)

Document Location

Page Count

Add to Submission

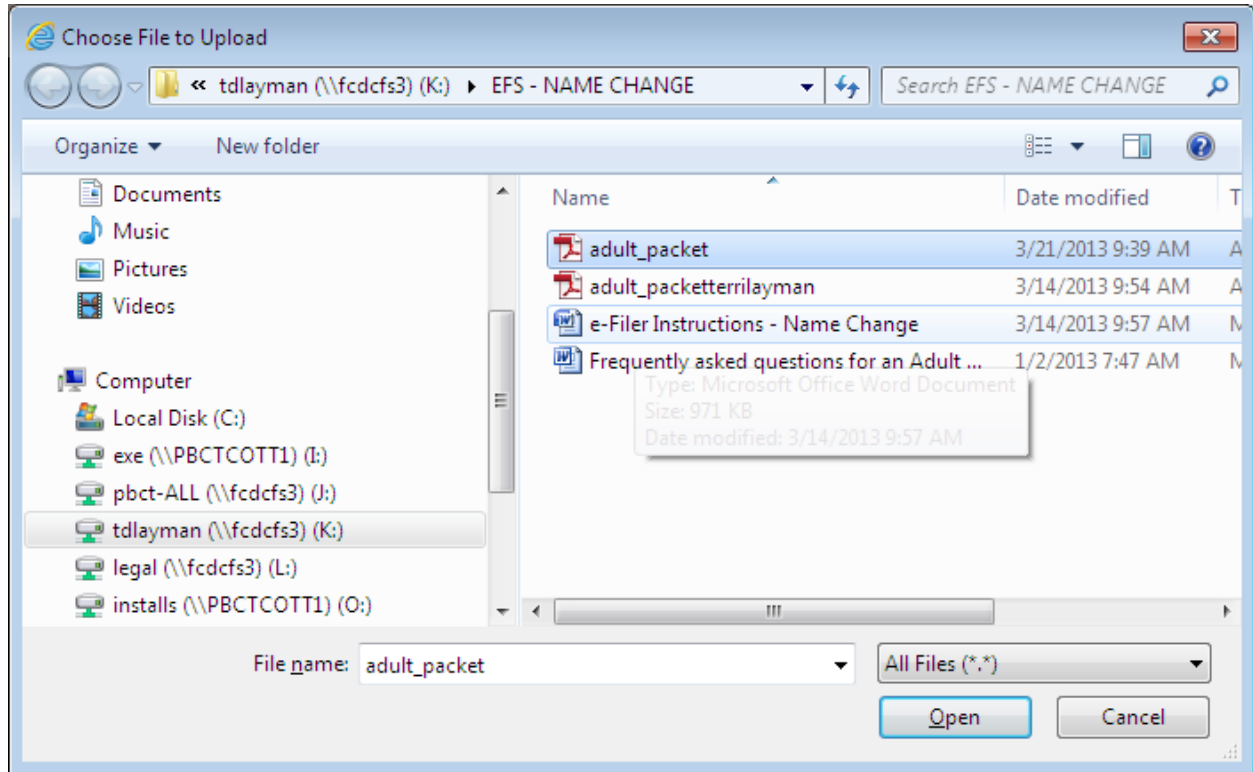
Document Name	View Document	Edit Data
Case Data	<a href="#">form.xml</a>	0.0

Total Size: 0.0

online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact

© 2001-13 Tybera Development Group, Inc. All rights reserved.

Click on the Browse button and this will take you to your computer to choose where you have stored the Petition packet for name change.



Once you find your document, highlight it and choose the Open button. This will upload your document to the e-Filing System.

Once you see your document on the Document Location line, choose the Add to Submission button.

Home > New Case Filing: Court > New Case Filing: Case Types > Case Initiation > Add a Document

### Case Subtype : Name Change

Document Category:

Document Type \*:

Additional Text:

Acceptable File Format(s) (\*.doc,\*.docx,\*.pdf)

Document Location:  [Browse...](#)

Page Count:

Add to Submission: [Add](#)

Document Name	View Document	Edit Data	Size	Pg Count	Remo
Case Data	<a href="#">form.xml</a>		0.01 MB		

Total Size: 0.0 MB

[Back](#) [Move to Draft](#) [Next](#)

[online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact us](#)

© 2001-13 Tybera Development Group, Inc. All rights reserved.

This will take you to the Misc Petition screen to enter current name, alias and desired new name.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** https://efile..., Pirate Flag - Kenny ..., eFlex, Clerk ECF.
- Navigation Bar:** Home » New Case Filing: Court » New Case Filing: Case Types » Case Initiation » Add a Document » Misc Petition
- Form Title:** Petition to Change Name
- Case Name Section:**
  - First Name: CAROLE
  - Middle Name: RINGMY
  - Last Name: \* BELLE
  - Suffix: (empty)
- Alias Section:**
  - First Name: (empty)
  - Middle Name: (empty)
  - Last Name: (empty)
  - Suffix: (empty)
- New Name Section:**
  - First Name: CAROLE
  - Middle Name: ANN
  - Last Name: \* BELLE
  - Suffix: (empty)
- Date of Birth:** \* (mm/dd/yyyy) 10/28/1974
- Adult/Minor:** Adult ☒ Minor ☐
- Publisher:** The Daily Reporter - \$30.00
- Buttons:** Back, Next

Be sure to enter Case Name, an Alias if you use one, New Name, Date of Birth, choose Adult or Minor, and choose a Publisher either The Columbus Dispatch for \$50.00 or The Daily Reporter for \$30.00. The Court will take care of sending the publication information to the selected newspaper.

Choose the Next button at the bottom of the page.

This will take you back to the Add a Document page. Other documents, such as Driver's License, Birth Certificate, etc., are required to be filed with the Court and can be uploaded at this time. If you do not have a scanner, you may bring in to the Court other required documents on the hearing date and the Court can scan and e-File those documents for you.

Once all documents have been uploaded, choose the Next button at the bottom of the page.

The screenshot shows a web browser window with the URL <https://efile...>. The browser's address bar shows several tabs: "People Are Crazy - ...", "eFlex", and "Clerk ECF". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Suggested Sites", "Web Slice Gallery", "Google", "Search", "More >>", "Sign In", "Page", "Safety", and "Tools".

The main content area of the browser displays the Franklin County eFile system interface. The interface has a header with the Franklin County eFile logo and the text "Electronic Filing". Below the header is a navigation bar with links: "Home", "eFile", "Cases", "My Profile", and "Log Out".

The main content area shows the breadcrumb trail: "Home >> New Case Filing: Court >> New Case Filing: Case Types >> Case Initiation >> Add a Document". Below the breadcrumb trail is the section "Case Subtype : Name Change".

The "Add a Document" form includes the following fields:

- Document Category: MISCELLANEOUS A - C
- Document Type \*: Copy of Driver's License
- Additional Text: (empty text box)
- Acceptable File Format(s) (\*.doc, \*.docx, \*.pdf)
- Document Location: (empty text box) with a "Browse..." button
- Page Count: (empty text box)
- Add to Submission: Add

Below the form is a table with the following columns: "Document Name", "View Document", "Edit Data", and "Total Size".

Document Name	View Document	Edit Data	Total Size
Case Data	<a href="#">form.xml</a>		0.0
Petition to Change Name	<a href="#">adult_packet.pdf</a>		0.0
			Total Size: 0.0

At the bottom of the form are three buttons: "Back", "Move to Draft", and "Next".

At the bottom of the page is a footer with the following text: "online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact". Below the footer is the copyright notice: "© 2001-13 Tybera Development Group, Inc. All rights reserved."

This will take you to the Review and Approve Filing page. By choosing the link under the View Document, you can look at all your documents one last time prior to submitting them to make sure you have uploaded the correct documents.

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Initiation ⇒ Add a Document ⇒ Review and Approve Filing

## Review and Approve Filing

**Case Title : BELLE, CAROLE RINGMY**

**Case Subtype : Name Change**

Filers Reference No:

Generated Case Data: [Change Case Data](#)

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
Petition to Change Name	<a href="#">adult_packet.pdf</a>

Special Filing Instructions for the Clerk:

Payment Method:

☒ Pay by Credit Card  
Estimated Fees: \$138.00

☐ Special Waiver

☐ Government Agency

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)



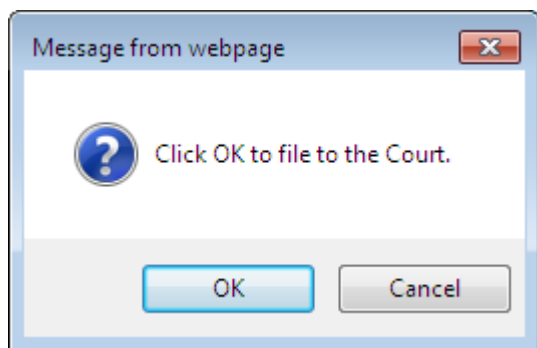
If everything is ready to submit, choose the Payment Method: Pay by Credit Card radio button. Choose the Submit the Filing button.

The screenshot shows a web browser window with the eFile Clerk ECF application. The address bar shows the URL <https://efile...>. The browser has tabs for 'Somebody's Heart...', 'eFlex', and 'Clerk ECF'. The application interface includes a navigation bar with links: Home, efile, Cases, My Profile, and Log Out. A breadcrumb trail reads: Home » New Case Filing: Court » New Case Filing: Case Types » Case Initiation » Add a Document » Review and Approve Filing. The main heading is 'Review and Approve Filing'. Below this, a yellow banner displays 'Case Title : BELLE, CAROLE RINGMY'. The 'Case Subtype : Name Change' is listed. The 'Filers Reference No:' field is empty. The 'Generated Case Data:' section includes a 'Change Case Data' button. The 'Document(s) to be Submitted:' section includes an 'Add/Remove Documents' button. A table lists the documents to be submitted:

Document Name	View Document
Petition to Change Name	<a href="#">adult_packet.pdf</a>

Below the table is a text area for 'Special Filing Instructions for the Clerk:'. The 'Payment Method:' section has three radio buttons: 'Pay by Credit Card' (selected), 'Special Waiver', and 'Government Agency'. The 'Pay by Credit Card' option shows 'Estimated Fees: \$138.00'. At the bottom, there are four buttons: 'Back', 'Cancel (Delete)', 'Move to Draft', and 'Submit the Filing'.

The below window will open up. Choose OK.



This will take you to the PayGov.US page where you will enter your credit / debit card information.

Once you have entered all required information, choose the green Review and Pay button.

The screenshot shows a web browser window with the PayGov.US website. The browser's address bar shows "https://testsec.p..." and the page title is "PayGov.US - Payment...". The website header features the PayGov.US logo and a navigation bar with links like "File", "Edit", "View", "Favorites", "Tools", "Help", "Google", "Search", "More", and "Sign In".

The main content area is titled "Payment Information - Probate Court". It contains a form with the following fields:

- Cardholder First Name: TESTING
- Last Name: TESTING
- Address: 373 S HIGH ST
- City: COLUMBUS
- State: OH
- Zip Code: 43215
- Billing Phone: 555-555-5555
- Your Email Address: (empty field)
- Optional: (empty field)
- Card Type: VISA (dropdown menu)
- Card Number: 4111111111111111
- Security Code: 123 (with a note: "Three or four-digit code printed on back of card")
- Expiration Date: Oct 2016 (dropdown menu)

On the left side of the form, there is a section titled "The following payments are accepted for your transaction:" with two radio buttons: "Credit/Debit" (selected) and "Check". Below this is a green button labeled "Review and Pay ->".

Below the "Review and Pay" button, there are three buttons: "<<-- Edit Payor Info", "<-- Edit Payment Amts", and "Cancel and Go Back".

At the bottom left, there is a summary of the payment:

- Payment Amount: \$138.00
- Flat Convenience Fee: \$4.14
- Payment Total: \$142.14

Below the summary is a "securityMETRICS PCI Certified" logo and a link to "SSL Certificate".

The footer of the page contains the text "Copyright © 2009 PayGov, LLC" and the website URL "www.PayGov.US".

Read the paragraph highlighted in yellow and click the box in front of “I AGREE”.

**PayGov.US**

☐ **I Agree**

By checking this box, I agree to the flat convenience fee or the applicable percentage rate as noted below. This fee is **NON-REFUNDABLE**.

If you would like to make any changes to the information you have entered, please select the page from the buttons below.

<<<-- Edit Payor Info

<<-- Edit Payment Amts

<-- Edit Payment Info

Cancel and Go Back

Payment Amount:	\$138.00
Flat Convenience Fee:	\$4.14
Payment Total:	\$142.14

securityMETRICS  
PCI Certified

[SSL Certificate](#)

**Payment Information - Probate Court**

Cardholder Name: TESTING TESTING

Address: 373 S HIGH ST  
: COLUMBUS, OH

Credit Card: VISA 4\*\*\*\*\*1111 exp 10/16

Payment Amount: \$138.00

Convenience Fee: \$4.14

Payment Total: \$142.14

Copyright © 2009 PayGov, LLC [www.PayGov.US](http://www.PayGov.US)

Choose the Green Submit Payment button.

**PayGov.US**

☒ **I Agree**

By checking this box, I agree to the flat convenience fee or the applicable percentage rate as noted below. This fee is **NON-REFUNDABLE**.

If you would like to make any changes to the information you have entered, please select the page from the buttons below.

<<<< Edit Payor Info  
<< Edit Payment Amts  
< Edit Payment Info  
**Submit Payment ->**  
Cancel and Go Back

**Payment Information - Probate Court**

Cardholder Name: TESTING TESTING  
Address: 373 S HIGH ST  
: COLUMBUS, OH  
Credit Card: VISA 4\*\*\*\*\*1111 exp 10/16

Payment Amount: \$138.00  
Convenience Fee: \$4.14  
Payment Total: \$142.14

Copyright © 2009 PayGov, LLC [www.PayGov.US](http://www.PayGov.US)

Payment Amount:	\$138.00
Flat Convenience Fee:	\$4.14
	-----
Payment Total:	\$142.14

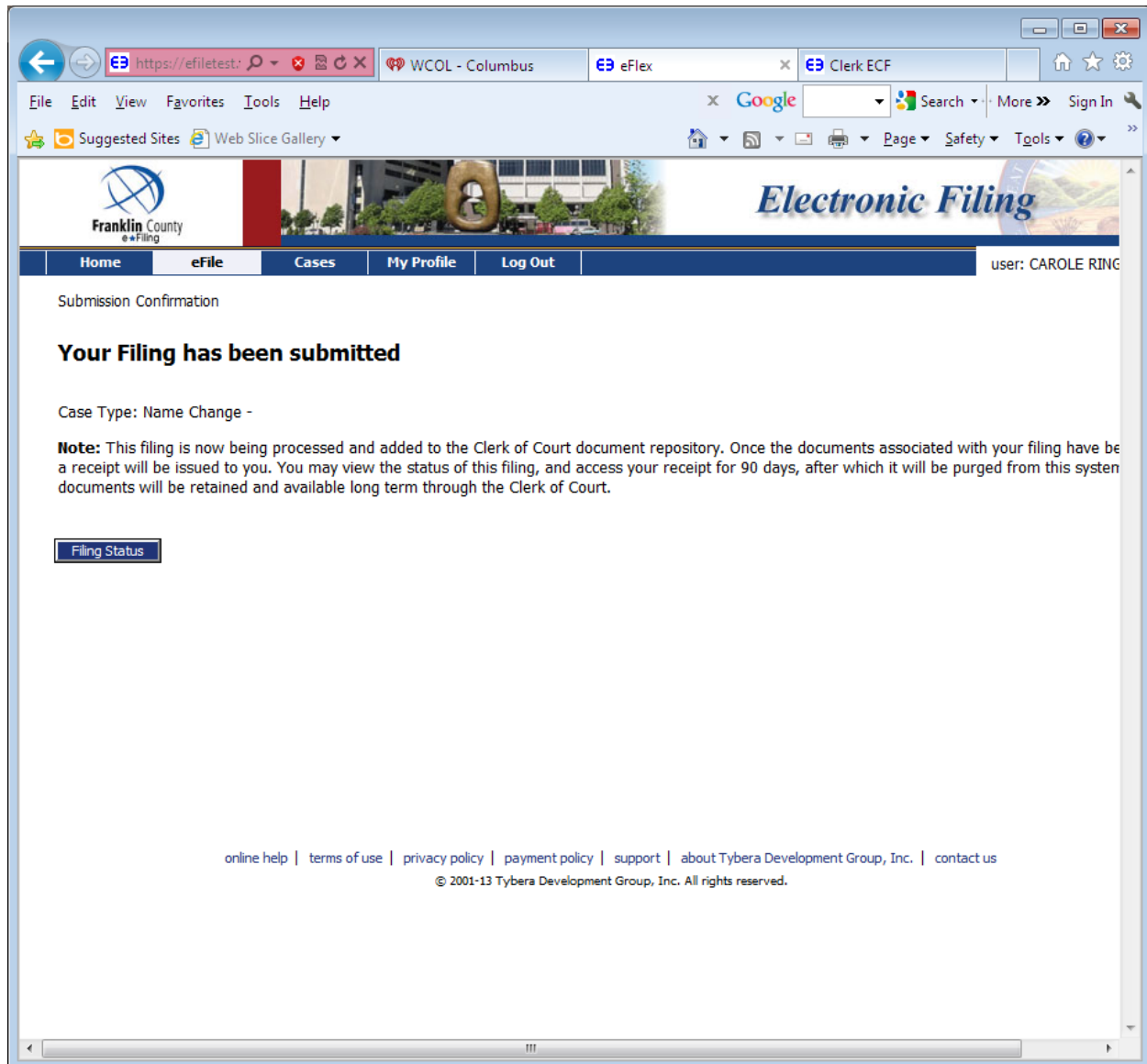
securityMETRICS  
PCI Certified

[SSL Certificate](#)

You will be directed to the below page.

Your filing has been submitted to the Court and you will receive an e-mail once the clerk has accepted your filing.

To check on the status of your Name Change Petition choose the blue Filing Status button.



## Filing Status

Franklin County eFiling

**Electronic Filing**

Home eFile Cases My Profile Log Out user: CAROLE RINGMY BEL

Filing Status

**My Filings**

**CAROLE RINGMY BELLE Filings**

**Report Criteria:**

View Filings Between: 03/25/2013 AND [ ] [ ]

Filing ID: [ ] Court Case #: [ ] Client #: [ ] Status: All

**Go**

**My Filings Between 03/25/2013 and Today**

**Delete**

Filing ID	Client #	Case Title	Court Case #	Date Submitted	Document Type	Status
14275		T,		03-25-2013:02:22:14 PM	Petition to Change Name	Awaiting Approval

Number of Filings: 1 \* - Duplicated for resubmission ! - Message from the court/clerk

online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact us

© 2001-13 Tybera Development Group, Inc. All rights reserved.

Currently your status is at Awaiting Approval, meaning it is waiting on the clerk to go through your petition packet and approve it.



When the clerk accepts your petition, the status will change to Accepted.

The screenshot shows a web browser window with the URL <https://efiletest.f...>. The browser tabs include "WCOL - Columbus" and "eFlex". The website header features the Franklin County eFiling logo and the text "Electronic Filing". The user is logged in as "CAROLE RINGMY BEL".

The main content area displays the "My Filings" section for "CAROLE RINGMY BELLE Filings". Under "Report Criteria:", there are input fields for "View Filings Between:" (03/25/2013), "AND", and "Filing ID:", "Court Case #:", "Client #:", and "Status:" (All). A "Go" button is present.

Below the criteria, it says "My Filings Between 03/25/2013 and Today". There is a "Delete" button and a table of filings.

Filing ID	Client #	Case Title	Court Case #	Date Submitted	Document Type	Status
14275		T,	600731	03-25-2013:02:22:14 PM	Petition to Change Name	Accepted

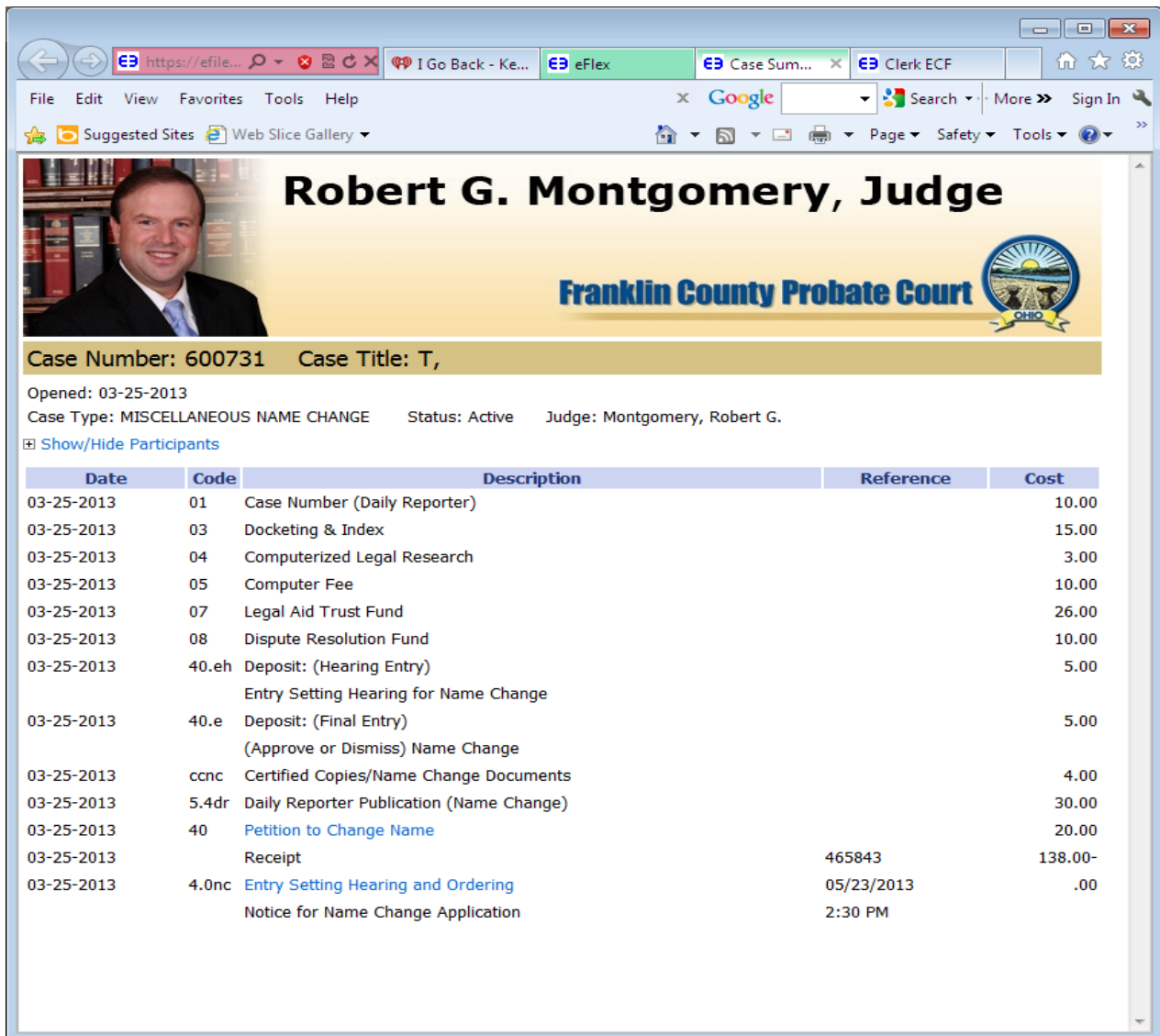
Number of Filings: 1 \* - Duplicated for resubmission ! - Message from the court/clerk

At the bottom, there are links for "online help", "terms of use", "privacy policy", "payment policy", "support", "about Tybera Development Group, Inc.", and "contact us". The footer states "© 2001-13 Tybera Development Group, Inc. All rights reserved."

After your Name Change Petition has been filed, the Court will file an Entry Setting Hearing. You are required to check your case history to see what date and time your hearing has been scheduled. Click on the hyperlink of the document titled 'Entry Setting Hearing and Ordering Notice for Name Change Application'. If the hearing date and time is not acceptable you must contact the Court within 2 business days for a new hearing date and time.

To check Case History:

From the Home Page, go into My Recent Cases. The case for your name change should be in the list under Search My Cases. If not, you can enter the case number, make sure the Court is on Probate Court, Court of Common Pleas, and enter your current last name, choose the History button and you will be able to see your petition and the Entry Setting Hearing.



**Robert G. Montgomery, Judge**  
**Franklin County Probate Court**

Case Number: 600731 Case Title: T,

Opened: 03-25-2013  
Case Type: MISCELLANEOUS NAME CHANGE Status: Active Judge: Montgomery, Robert G.

Show/Hide Participants

Date	Code	Description	Reference	Cost
03-25-2013	01	Case Number (Daily Reporter)		10.00
03-25-2013	03	Docketing & Index		15.00
03-25-2013	04	Computerized Legal Research		3.00
03-25-2013	05	Computer Fee		10.00
03-25-2013	07	Legal Aid Trust Fund		26.00
03-25-2013	08	Dispute Resolution Fund		10.00
03-25-2013	40.eh	Deposit: (Hearing Entry) Entry Setting Hearing for Name Change		5.00
03-25-2013	40.e	Deposit: (Final Entry) (Approve or Dismiss) Name Change		5.00
03-25-2013	ccnc	Certified Copies/Name Change Documents		4.00
03-25-2013	5.4dr	Daily Reporter Publication (Name Change)		30.00
03-25-2013	40	<a href="#">Petition to Change Name</a>		20.00
03-25-2013		Receipt	465843	138.00-
03-25-2013	4.0nc	<a href="#">Entry Setting Hearing and Ordering Notice for Name Change Application</a>	05/23/2013 2:30 PM	.00